

Minutes of the Redevelopment Agency of Murray City held Tuesday, February 14, 2006 in the Murray City Council Chambers, 5025 South State Street, Murray, Utah.

Attendance:	Mayor Dan Snarr	Tom Henry
Jim Brass	Jan Wells	Ty Thomas
Robbie Robertson	Frank Nakamura	Jim Paraskeva
Krista Dunn	Keith Snarr	Boyd Brown
Pat Griffiths	Josh Yost	Tim Leffel
Jeff Dredge		Scott Baker
Shannon Huff Jacobs		Amelia Nielson-Stowell

1. Approval of Minutes from January 10, 2006.

Pat Griffiths made a motion to approve the minutes with changes provided to the Redevelopment Agency assistant.

Seconded by Krista Dunn

4 Ayes

0 Nays

2. Discussion of Draft Request for Qualifications for a Master Consultant for the Fireclay Redevelopment Project Area

At the beginning of the process the concept of a master developer was put forth and as the document progressed the term “master developer” was replaced by a “consultant” that will perform all of the required services.

The RFQ will be issued through the city’s standard procurement process. The consultant will to be selected on the basis of qualifications. A number of respondents will be evaluated and put on a short list. These selected respondents will be interviewed and then define the scope of work with the chosen consultant.

Krista Dunn stated that she liked the word “consultant” better. She said that she doesn’t think that the Board necessarily wants a developer, although a developer shouldn’t be precluded, but she feels that there are others out there than can fill this position very well.

Jim Brass expressed concern with limiting respondents by using the wording referring to a master developer. He also asked that the list of invitees be presented to the Board before any action is taken.

Keith Snarr distributed and reviewed a list of potential invitees for the RFQ. The intent is to distribute the RFQ primarily through e-mail.

Jeff Dredge asked that the RSVP on the invitation should have a timeframe for invitees to express their intention to respond.

Frank Nakamura reviewed the RFQ process. A short list will be prepared by the Board based on the applications received and then those on the short list will make a presentation to the Board. Selection criteria also need to be reviewed.

Jim Brass replied that as long as the Board is involved in every step of the selection process including the short list, he is comfortable with the process.

Keith Snarr outlined the response requirements and criteria. Each respondent will submit 15 copies of their statement of qualifications so that each member of the Board and staff will be able to review each submission. The responses will then go through a scoring process that will help determine which parties will be placed on the short list.

Jeff Dredge asked about the method of developing the scoring process and evaluating the responses. He expressed that he isn't sure he is qualified to score whether or not someone has the necessary qualifications.

Keith Snarr reviewed section 9 of the RFQ that outlines the evaluation process. Out of a possible 100 percent, the respondents' understanding of the project counts for 40 percent as demonstrated in the response to the RFQ, 30 percent based on the oral presentation and 40 percent based on the applicants' experience as it relates to the project.

Pat Griffiths mentioned that the percentages mentioned add up to 110 percent.

Frank Nakamura stated that he will let the Board adjust those percentages.

Krista Dunn said that she felt the oral presentation is as important as the other aspects and should be weighted equally.

Pat Griffiths agreed.

Jeff Dredge said that he feels more weight should be given to experience with this type of project.

Jim Brass reviewed the presentation made by FFA Architects and said that the oral presentation from the applicants will provide an opportunity to ascertain the vision of the applicant and how it fits with the vision held by the Board.

Krista Dunn said that sometimes applicants don't really understand the Board's vision, they understand the projects that they have done and would like to do, but not the vision that the Board has.

Jeff Dredge expressed concern with the selection process, and being able to differentiate between applicants without an extensive knowledge of the requirements and qualifications.

Pat Griffiths suggested a 20%, 40%, 40% split among the 3 areas.

Krista Dunn stated that she wants to be able to know that the applicant has the capacity to undertake the project and the understanding of the direction of the Board, not just the ability to make a good presentation.

Jeff Dredge again expressed concern about the Board members' technical expertise to be able to determine whether the applicant has the proper experience.

Keith Snarr reviewed the process and said that a diversity of people reviewing the application will help ensure that the process selects the most qualified applicant.

Krista Dunn suggested that perhaps the initial applications be a separate process.

Pat Griffiths asked if it should be a two step process.

Keith Snarr reviewed that initially it was proposed to be a two step process with a separate evaluation criteria for the initial application. He also said that evaluation criteria could be used for the initial response that would not be sent out with the RFQ.

Frank Nakamura said that if that scoring process was pursued, all of the evaluation criteria and selection process should be distributed with the RFQ.

Jeff Dredge said that there is a qualitative and quantitative aspect to the evaluation and that he feels the Board is capable of making qualitative determinations, but he doesn't know if the Board has experience to quantify the process, or if a third party needed to help with the evaluation.

Krista Dunn reviewed the criteria that she prefers for evaluating the initial response including understanding of the project, relevant experience, project vision, availability, capability and organization of the submission.

Jeff Dredge mentioned that he feels that size of staff is important as well.

Krista Dunn said that size of staff, staff availability and qualifications and diversity of staff could be all in one section.

Jeff Dredge asked if the Board would like to see examples of relevant projects. He stated again that when the final selection is made that a third party participate to help the Board makes the best decision.

Pat Griffiths said that she feels it is good to glean opinions of experts that have had experience in relevant areas. She said it was helpful in planning and zoning to benefit from the diversity of backgrounds of experts to help make the most judicious decisions.

Jim Brass stated that everyone they would talk to is on the list of recipients of the RFQ and that after they are sent an invitation, then you can't ask them to be one of the judges.

Keith Snarr said that is true unless they are not responding.

Jim Brass stated that the Board is looking for someone to manage the job, not build it single handedly. The more that is requested of respondents to the RFQ, the more the number of respondents will be limited. The more diversity that is required of the respondents, the more the number of parties that can actually respond is limited. That mind end up excluding the right applicant.

Keith Snarr reviewed that the RDA has Alice Steiner under retainer for work as it is assigned. He also said that he has had experience reviewing personnel qualifications for other cities. Directors from other redevelopment agencies would be willing to help review the applications.

Jim Brass said that he supports the idea of having someone to make sure the Board doesn't go down the wrong road, but he is concerned about the process eliminating a party that might be qualified.

Jeff Dredge felt that they Board could narrow down the first round of applicants, but the next step would benefit from assistance.

Krista Dunn stated that this process is new to the state and to a lot of people that have this type of experience.

Pat Griffiths expressed a desire to have additional training for the Board before the final selection process by someone with relevant expertise.

Jim Brass said that finding someone to fill that function may be difficult.

Jeff Dredge said it would be more effective to have someone to advise through the process.

Krista Dunn agreed that an advisor would be better than someone to train.

Jim Brass stated that the goal is to find someone who understands what the Board wants to accomplish in this project and someone who can bring the diverse parties together and make sure that happens. They need to be able to work with all of the stakeholders and trades to make it happen.

Jeff Dredge wants a third party to look at it from a different perspective to make sure nothing is missed.

Keith Snarr will work with Frank Nakamura to make sure the revisions to RFQ are made.

Frank Nakamura reminded the Board that they need to review the list of recipients of the RFQ as well.

Krista Dunn asked whether the response to the RFQ should be limited in length.

The Board recommended a ten page limit on the length of the response.

Keith Snarr reviewed that the determination is not made based on fee projections, but that it is important to have the applicant provide a fee schedule with their response and that it shouldn't be included as part of those ten pages.

Jeff Dredge expressed desire to have a response deadline to RSVP to the invitation at ten days.

The Board determined to review the changes to the RFQ at a special RDA meeting to be held at 5:00 pm on February 28. The Board also agreed to submit any changes or additions to the list of invitees to Keith Snarr before the February 28 meeting.

3. Review of Preliminary Timeline

Keith Snarr indicated that the dates on the timeline are tentative. He recommended that many of the timeline specifics be determined after the consultant is engaged. He reviewed a number of tasks that must be managed as the project gets underway.

Jeff Dredge asked if it is too early to begin work on financing for the project.

Keith Snarr indicated that the financing needs to be set in motion as soon as possible.

Jim Brass agreed with the need to move forward as soon as possible.

Jeff Dredge said the projects could be begun much sooner if financing means are in place.

Keith Snarr talked about the need to establish a working relationship and partnership between all of the stakeholders and entities involved in the project. An effective public-private partnership will greatly benefit the project.